



# History M.A. Program Guide



**Department  
of History**

UNIVERSITY OF CENTRAL FLORIDA

## Welcome!

Welcome to the program! The MA program in History is designed to prepare students for a variety of career paths while providing a valuable and rewarding learning experience. Some of our graduates find employment in education, library sciences, public history, international affairs, and public policy, while others pursue advanced degrees in History, Law, or interdisciplinary programs, such as Texts & Technology.

This handbook presents an overview of the areas of historical study and regulations for students seeking graduate history degrees. Inside, you will find many helpful tips and information designed to answer any questions you may have in your pursuit of your MA degree. Some regulations are university-wide, affecting all degrees offered by the university. Other requirements are departmental. All university-wide regulations must be fulfilled. Departmental requirements may be modified to suit the needs of individual programs. Graduate students may suggest changes to the graduate committee for consideration.

## What We Believe About History

Studying history involves understanding change. Historians ask themselves how ideas, societies, and nations change over time, and more important: why? History is also a way of thinking. It is a method characterized by its attention to the contexts in which people have lived and worked.

Historians learn to analyze and interpret many different kinds of evidence into a coherent whole, and to present it clearly in written or oral form. In so doing, historians also learn to justify and evaluate their own and others' conclusions. Rethinking and revising accepted historical conclusions is one of the most important and most challenging tasks of the historian.

History is the study of human experience of all kinds. To emphasize this, the history department offers courses in a wide variety of regions, periods, and topics. Chronologically oriented courses, such as Medieval History or the Civil War and Reconstruction, allow you to study specific periods in depth. Other courses in social history, like European Women, will allow you to explore how ordinary people as well as world leaders and great thinkers have lived. Still others are focused on specific disciplines such as military history, Southern Towns, etc.

## Mission

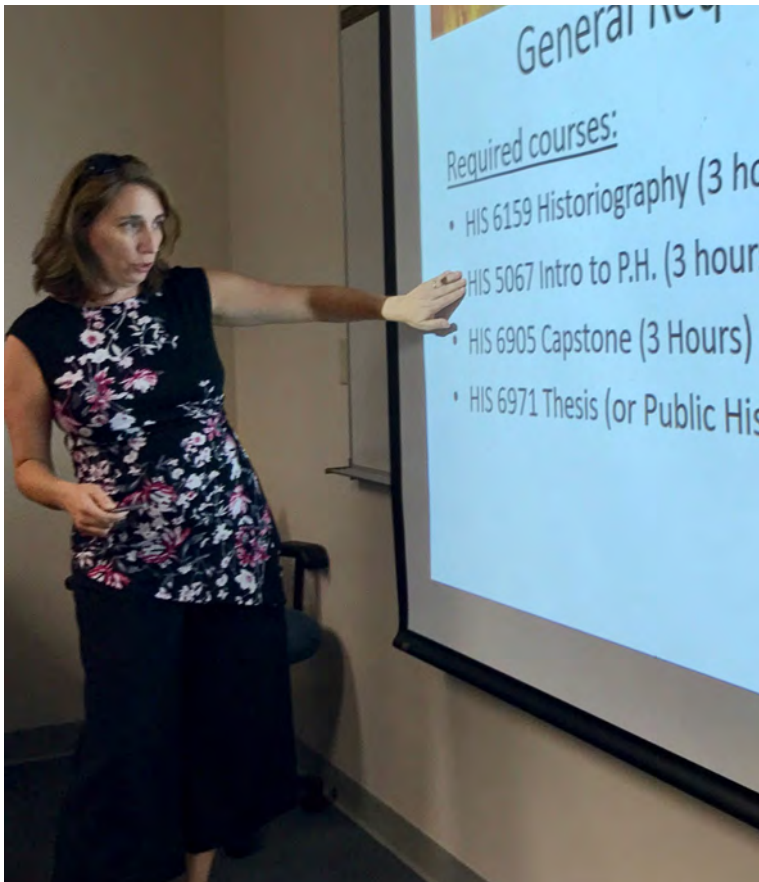
The main goal of the program is to provide all participants with the research and writing skills needed to undertake major historical investigations. We offer two areas of concentration: Eastern and Western hemispheres. By focusing on broad areas of concentration we seek to break down the traditional national and geographic boundaries within history. Our liberal areas of concentration will allow students to examine global processes from a comparative perspective.



## Important Dates

Check out important dates on the UCF calendar: [calendar.ucf.edu](https://calendar.ucf.edu)

History events can be found on our website: [history.cah.ucf.edu](https://history.cah.ucf.edu)



## Public History

Public History is one of the newest and fastest growing fields within the discipline of History. Practitioners of public history seek to connect the general public with stimulating and thought provoking inquiries into the past. For many historians, the role of academic inquiry within the public sphere has been limited; it is the role of the public historian to bridge the gap between the academic and general audience. Thus, the public historian connects the lay audience to historical inquiry and discovery.

Public History reframes questions, theories, and methods in the hope of presenting an “active” story that is enjoyable, refreshing and palatable to the larger audience. A career in Public History is not limited to college and university teaching but can include careers as editors, oral historians, archivists, curators, administrators, writers, and specialists in historical preservation.

The study of Public History at the University of Central Florida is exciting, rewarding and intriguing, in a flexible curriculum and a community of scholars who are consistently engaged in groundbreaking theories and practices. Even if you are not in the Public History track, you are encouraged to take part in Public History classes and activities and to participate in the RICHES program.

[cah.ucf.edu/publichistory](http://cah.ucf.edu/publichistory)





## Admissions Requirements

- One official transcript (in a sealed envelope) from each college/university attended.
- A bachelor's degree in History (or an equivalent).
- A 3.25 GPA in all upper-division history courses taken as an undergraduate student.
- A Statement of Purpose (maximum of two pages) describing personal goals and objectives in seeking a graduate degree in history.
- Three letters of recommendation from former professors who can address the applicant's ability to undertake graduate-level history courses.
- A substantial academic writing sample between 2000 and 5000 words illustrating the applicant's ability to engage in historical research and analysis. Acceptable writing samples may include a chapter from an honors thesis, a conference paper, or a term paper.
- A computer-based score of 233 (or 91 internet-based score) on the Test of English as a Foreign language (TOEFL) if an applicant is from a country where English is not the official language, or if an applicant's degree is not from an accredited U.S. institution, or if an applicant did not earn a degree in a country where English is the only official language or a university where English is the only official language of instruction. Although we prefer the TOEFL, we will accept IELTS scores of 7.0.
- Applicants applying to this program who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from World Education Services (WES) or Josef Silny and Associates, Inc. only.



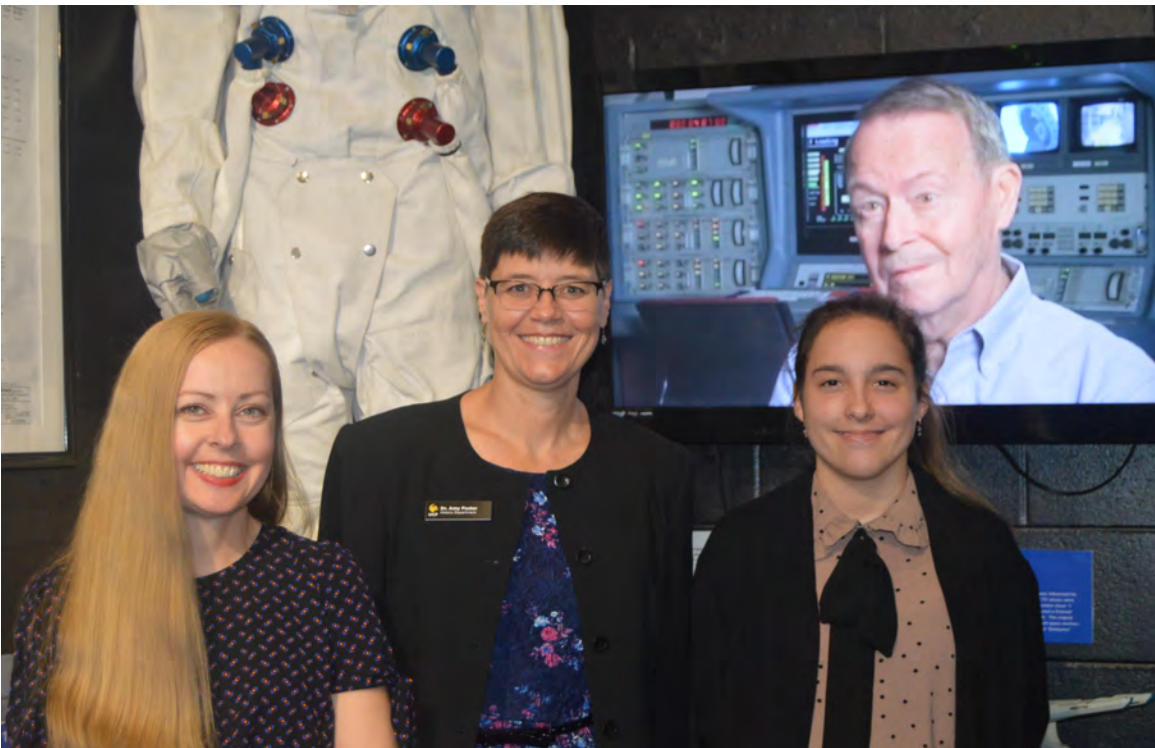
## Admissions

Applicants who hold an undergraduate degree in History but do not have a 3.0 GPA in all work attempted as an undergraduate student, or as an upper-division undergraduate student (normally based on the last sixty attempted semester hours), or a 3.25 GPA in their upper-division history courses may take up to 9 hours of graduate courses as non-degree-seeking students. To be admitted into the graduate program, however, they must earn a 3.3 GPA or higher in the graduate-level history courses they take under this status.

Generally, applicants who meet all of the above requirements but do not have an undergraduate degree in History must complete 12 hours of history course work at the 3000 and 4000 level, with a 3.25 GPA in these courses, before entering the graduate program. These courses will not count toward the graduate degree. The History Department Graduate Committee can waive this requirement in whole or in part when applicants present evidence they are capable of successfully completing graduate history courses.

In addition, if applicants do not meet one of the other requirements for entry, such as a GPA of 3.0 in all work attempted while registered as an undergraduate student, or while registered as an upper-division undergraduate student (normally based on the last sixty attempted semester hours), they must complete 12 hours of course work at the 3000 and 4000 level with GPA of 3.5 before they can be admitted to the graduate program.

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree.



## Admissions Status

**Regular Admission:** All University and Departmental admissions requirements have been met.

**Conditional Admission:** A document required for admission is missing, but enough information is available to make an admission decision. Missing documents are generally limited to final, official transcripts (which must show degree received). These documents must be received by UCF graduate admissions no later than midterm of the first semester in order to register for future semester classes.

Students enrolled as undergraduates at the time of acceptance will be accepted as conditional until final transcripts are received. At that time, their status can be updated.

**Provisional Admission:** A student who does not meet the minimum University requirements for admission, but who is otherwise deemed worthy of admission to the program. Provisional admissions are limited and can only account for no more than 20% of annual acceptances into our program. Fellowships, Assistantships, and tuition waivers are not available in this category. To be upgraded from provisional status, a 3.0 or better GPA must be obtained during the first nine hours of coursework completed.

**Restricted Admission:** A student who meets minimum University requirements for admission but does not meet Departmental requirements. Students admitted in this status must meet additional stipulations, which could include prerequisite courses, a specified minimum GPA in the first nine hours of graduate coursework, additional letters of recommendation, etc. Students may be denied admission to Regular status if the restrictions are not met.

**Post Baccalaureate, Non-Degree Seeking Admission:** This status can only be assigned by the College of Graduate Studies, and does not convey admission to any particular program. A student who is denied admission into a graduate program can apply for post-baccalaureate admission. Students admitted as Non-Degree Seeking may take a maximum of nine hours of History graduate courses.

For any admission decision, students will be informed by the Department of the status of their admission. This documentation will include any conditions, stipulations, or requirements that must be met, as well as the deadlines by which those conditions must be met.

**Thesis hours:** Once a student has begun thesis hours continuous enrollment is required. Students must enroll in thesis hours full time (3 hours until program requirements are completed. For history, a minimum of 6 thesis hours are required. After 2 terms full time, students may enroll in 1 thesis hours as needed to complete the degree, unless full-time status is required because of funding or financial aid.

**Readmission:** To file for readmission, the student must complete a Reactivation/Readmission Application at [graduate.ucf.edu/admissions](https://graduate.ucf.edu/admissions). The College of Graduate Studies will consult with the History Department about readmission. Readmission decisions are individually made, based on such factors as space in the program, reasons for the break in graduate education, and progress in the program. A regularly admitted student who has not been registered for three consecutive semesters must make application for readmission through the College of Graduate Studies no later than one month before classes begin for the new semester.





## Fellowships

The College of Graduate Studies awards more than \$2 million in university fellowships to provide financial support for the graduate education of over 500 students each year. Some fellowships are awarded on the basis of academic merit, while others are available only to students who demonstrate financial need. For eligibility, students must be accepted as a graduate student in a degree program and enrolled full-time. However, students in their last semester who need less than 9 hours to complete their program are considered full-time if they enroll in the hours required for program completion, unless they are receiving federal loans.

Most fellowships require student nominations through the College of Arts and Humanities and the History Department. All admitted graduate students who are enrolled full-time are automatically considered in this nomination process. Other fellowships, however, require students to fill out a fellowship application. For more details about graduate fellowships, visit the College of Graduate Studies website:

[graduate.ucf.edu/fellowships](https://graduate.ucf.edu/fellowships)

**This is a partial list of fellowships offered and programs in which the university participates:**

- UCF Foundation Minority Graduate Fellowship
- UCF Undergrad to Grad Fellowship
- Incentive Graduate Fellowship
- Graduate Work Fellowship
- Merit Fellowship
- Summer Mentoring Fellowship
- Assistantship Enhancement
- Graduate Travel Award
- Florida A&M University Feeder Program



## Assistantships

While pursuing graduate studies, graduate students are sometimes hired on assistantships in the History Department to teach, conduct research, or perform other tasks for the department. Graduate students may be employed as Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs), or Graduate Assistants (GAs). For eligibility, students must be accepted as a graduate student in our program and enrolled full-time. To be considered full-time, graduate students must be enrolled for at least 9 hours in fall and spring semesters and 6 hours in summer semester, or if the Capstone has been completed, be enrolled in 3 thesis hours each term. Applications are due in the spring semester. Assistants are not faculty and are not able to receive faculty parking privileges or faculty ID cards.

**Graduate Teaching Assistants:** GTAs may be employed as classroom teachers, co-teachers or classroom assistants, graders, lab assistants, or other roles directly related to classroom instruction. GTAs are required to completed University training (offered online in the summer) and a Departmental GTA orientation/training session.

**Graduate Research Assistants:** GRAs may be employed to assist professors with research activities, participate in research efforts in university institutes and centers or in off-campus projects affiliated with the university, or perform other research-related duties. GRAs typically are supported by grants and contracts but may also be supported by departmental funds.

## Tuition Waivers

Graduate students who are employed as a graduate assistant or receiving a fellowship may also receive tuition support as part of their financial package. Usually, tuition support pays only matriculation and nonresident fees (charges for course hours) and does not pay local fees (health fee, etc.). Students should contact the History Department if they have questions about the tuition support that will be provided.



## Orientation & Advising

Newly admitted graduate students are expected to attend both the University and Departmental orientations.

At the beginning of the fall semester the College of Graduate Studies meets with all new graduate students to welcome them to UCF and acquaint them with rules and procedures.

The History Department provides an orientation at the beginning of each fall and spring semester. This orientation will discuss the program requirements and expectations of graduate students, as well as introducing program staff and the graduate faculty.

**Academic Advisor:** The Graduate Director serves as the Academic Advisor for all students in the traditional MA program; the Director of Public History is the advisor for students enrolled in the Public History track. Your advisor will assist you in course selection and help you prepare your Program of Study. The Graduate Director and Director of Public History are here to help you, and you should consult with them if you have any questions or problems.

**All incoming students are required to meet with the Graduate Director for advising before they can register for classes.** At this meeting, the Graduate Director will go over the requirements of the program and the available classes, and discuss the student's plans for study.

After the first semester, students must meet with the appropriate advisor once each semester to discuss progress and registering for the next semester.

**Thesis Advisor:** Your Thesis Advisor (see below) will guide you as you research and write your thesis. You must have formed a thesis committee (Advisor and two Examiners) prior to registering for HIS6905 Capstone (typically taken in your fourth term). However, students are encouraged to begin thinking about their thesis topic at an early stage in their graduate career, to lay the soundest possible foundation for the Capstone and thesis. This starts with informal conversations with the faculty member best suited to supervise the research, and as the Capstone semester approaches, students should ask the faculty member if he or she is willing to be the thesis advisor. It is up to the faculty member to decide whether the topic is feasible, and whether he or she is willing and able to supervise it.

**Thesis Committee:** Your thesis committee will be made up of your Thesis Advisor and two Examiners, one representing the Western Hemisphere, one representing the Eastern Hemisphere. In the Capstone, the Examiners will help you prepare for your preliminary examination, and afterward serve as your thesis committee. Examiners are faculty with whom you have taken a colloquium. After you have asked a faculty member to be your advisor, you should approach faculty with whom you have taken colloquia and ask if they are willing to serve on your Capstone and thesis committee.

## Registration

All History graduate courses are 'closed' in the MyUCF registration system. To register for classes, see the Program Assistant for permission numbers. To register for classes you will need to have your Student ID number and the course numbers for the courses you want permission numbers for. Either see the Program Assistant in the main office or send them an email to [history@ucf.edu](mailto:history@ucf.edu)

## Program of Study

A Program of Study is a projected plan of coursework for meeting degree requirements. **Students should meet with the Graduate Director or Director of Public History** by the end of your second term to complete a Program of Study. A copy of the form may be obtained from the Program Assistant.



## Foreign Language Exam

Students are expected to demonstrate a reading competency in one foreign language. The foreign language competency examination should be attempted before Thesis Hours, and must be passed no later than one semester before the thesis defense. Developing a foreign language competency provides access to literature and primary sources created in languages other than English. Students are expected to develop the ability to summarize and translate historical documents in the language being examined.

Department faculty administer exams in the following languages: Chinese, French, German, Italian, Spanish, Hindi, Greek, Russian, Romanian, Japanese. Each exam consists of two parts:

- 1) a direct translation into English of a section from a historical document, essay or book, and
- 2) an English summary of an article from a contemporary journal or newspaper.

Students have 2 hours to complete the exam. They may use a dictionary (but not a grammar) and they may take the exam more than one time, but not in the same semester.

**To set up an appointment for an exam, contact the Graduate Program Assistant.**





## Registration

The Master of Arts Program in History offers an education that is both broad and deep, and that introduces students to the differing analyses of secondary sources and the wealth of primary sources available to them. **Specifically, the Program requires 36 semester hours with no graduate credit given for any grade lower than "B-."**

- All students must complete at least one 5000-level colloquium in each hemisphere.
- All students must complete 18 credit hours at the 6000 level, including two seminars.
- All students must demonstrate reading competency in a foreign language by passing a written examination.

### History Track – 36 Semester Hours

Required Courses - 12 Semester Hours

HIS 6159 Historiography (3 hours)

HIS 6905 History Capstone Course (3 hours)

HIS 6971 Thesis (minimum of 6 hours)

Area of Concentration

(Eastern or Western Hemisphere) - 18 Hours

Outside Area of Concentration

(Eastern or Western Hemisphere) - 6 Hours

### Public History Track – 36 Semester Hours

Required Courses - 15 Semester Hours

HIS 5067 Introduction to Public History (3 hours)

HIS 6159 Historiography (3 hours)

HIS 6905 History Capstone Course (3 hours)

HIS 6971 Thesis (minimum of 6 hours)

Public History - 9 hours of courses or internships

Western Hemisphere - 6 hours

Eastern Hemisphere - 6 hours



## Capstone Examinations

Each candidate for the Master of Arts in History must pass written and oral examinations in three parts upon conclusion of regular course work and before beginning a thesis. Students complete these requirements by taking HIS6905 Capstone, the final course before embarking on the thesis. During the course, students complete the following:

-A **thesis proposal** or prospectus and annotated bibliography, completed under the supervision of their Thesis Advisor

-**Two written exams**, one in each hemisphere, under the direction of their Examiners

-An **oral defense** of the thesis proposal, annotated bibliography, and the written exams

Students must have met with the Graduate Director or Director of Public History and secured the permission of their Thesis Advisor and Examiners prior to registering for the Capstone course.

## Written Examinations

Two of the three fields of the preliminary exam are drawn from colloquia that the student has taken, one in the Eastern the other in the Western Hemisphere. Each exam should demonstrate:

- knowledge of historiography in its field, based on the reading list
- the ability to make reasoned observations about that historiography and/or about specific works
- the ability to craft an argument in response to the question

By the end of the first week of classes, the student should have met with the Examiners to set up the exam fields and to agree on a reading list for the exams.

The written exams occur approximately one month before the end of the semester. Each exam lasts two hours; notes are not permitted.



# Thesis Proposal & Annotated Bibliography

The thesis proposal should be a clear and concise outline of the objectives of the thesis and the means by which they will be achieved, consistent with Master's level work.

By the end of the first week of classes, the student should have met with the Thesis Advisor to agree on the requirements for the proposal and annotated bibliography and to set up a timeline for progress on the proposal.

*Expect to submit several drafts of your thesis proposal to your advisor during the Capstone semester.*

## **The Annotated Bibliography:**

- Should include both primary and secondary sources, presented in two clearly separate sections; further sub-divisions should be according to preferences within the field, as necessary

- Give a brief description of the sources. For primary sources, this should be how they will contribute to your work, while for secondary sources you should describe the fundamental arguments of the work.

- The proposal and annotated bibliography are due the day of the written exams. Send an electronic copy to the Program Assistant the day of your written exams. Be prepared to bring four (4) copies with you to give to the Program Assistant.

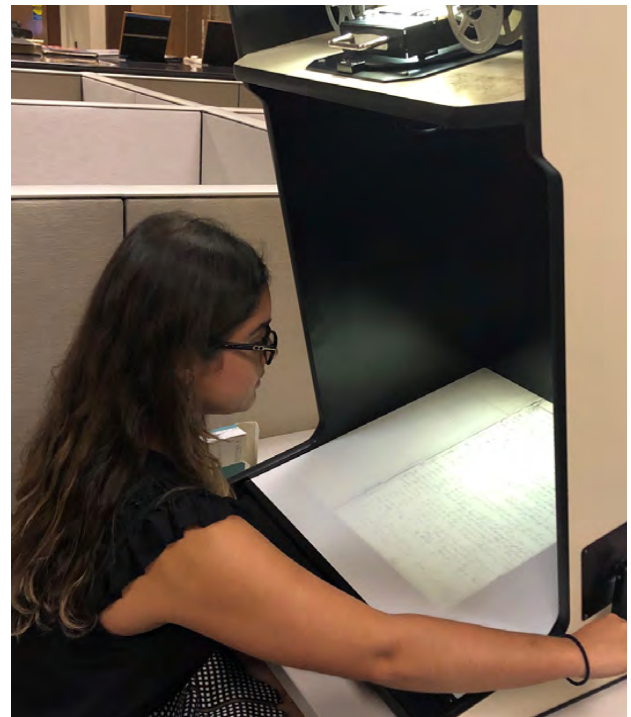
## Oral Defense

Approximately 10-14 days after the written exam, the student will undertake an oral defense of the exams and thesis proposal before the Thesis Committee. The defense will last one hour.

Upon successful completion of the Capstone, the student may register for thesis hours.

## **The Thesis Proposal should:**

- Be 5-12 pages in length
- Discuss the major problems or questions to be addressed in the thesis
- Explain the relevant historiographical debates (what other scholars have said about your topics, and how your thesis will contribute to those debates)
- Explain the available primary sources, and the methods you will use to analyze them
- Include a preliminary Chapter Outline & a tentative timeline for completing the thesis





## Thesis

The ultimate requirement of the Program is the completion and defense of a Master's thesis. Historians, like other scholars in the humanities and some social sciences, traditionally are measured by their production of written work, in the form of articles and monographs; the training of historians mirrors this in the writing of seminar papers, thesis, and (for Ph.D. programs) the dissertation. A good thesis is well-written product of critical analysis and should demonstrate the following:

1. A command of the scholarly literature in their chosen field, and the ability to locate their own contributions within that field.
2. The ability to locate, identify, and analyze appropriate historical documents and evidence using the appropriate historical methods (such as qualitative and quantitative analysis, oral history, or visual analysis).
3. The ability to provide an interpretation of historical events and change over time, including a convincing explanation of historical cause and effect.
4. The relation of events to a broader historical context and the understanding of the significant trends relevant to the topic.

Furthermore, the above need to be communicated effectively both orally and in writing, according to the professional standards of the field.

Given the differences among fields of study, the precise nature and length of an acceptable thesis varies and must be determined in consultation with the thesis advisor. As a rule of thumb, however, MA theses should consist of an Introduction and 3-4 chapters, and not be longer than 100 pages. The thesis should be submitted in the form prescribed in the Chicago Manual of Style, latest edition, and in accordance with the guidelines provided by the College of Graduate Studies. The College of Graduate Studies has an electronic gateway for the Thesis & Dissertation Process at

[graduate.ucf.edu/thesis-and-dissertation](https://graduate.ucf.edu/thesis-and-dissertation)

This page provides information on proper formatting as well as workshops and deadlines for the entire process. You should consult that site at the beginning of the thesis process, and revisit as dictated by your progress on the thesis. The History Department prefers the Chicago Manual of Style formatting and has obtained permission for theses to be acceptable in that format.

## Thesis Tips and Links

At the beginning of Fall and Spring semesters, the Thesis Editor presents workshops on the procedures, deadlines, and requirements associated with preparing a thesis. Attendance is strongly suggested.

**Students who wish to complete their degree requirements in a given semester must take their oral defense and submit the final thesis by the dates shown in the Academic Calendar of the UCF Graduate Catalog.**

Some helpful websites to visit **BEFORE** starting your thesis:

- *How To Write A Dissertation or Bedtime Reading For People Who Do Not Have Time To Sleep*, an extensive set of hints and ideas on how to improve your dissertation/thesis writing, [www.cs.purdue.edu/homes/dec/essay.dissertation.html](http://www.cs.purdue.edu/homes/dec/essay.dissertation.html)
- *How to Organize your Thesis*, a step-by-step guide to graduate research, written by Professor John W. Chinneck at Carleton University, Ottawa, Canada, [www.sce.carleton.ca/faculty/chinneck/thesis.html](http://www.sce.carleton.ca/faculty/chinneck/thesis.html)



## Project Option

Not all history takes the form of a book or an article. Museum exhibits, documentary films, and projects that improve the quality of History education are forms of publically-engaged history that require the tools of rigorous scholarship (research, analysis, and argument) but present them in a different format. Furthermore, technological innovations are transforming 'traditional' scholarship with digital tools unthinkable even ten years ago. For these reasons, students may choose to complete a project in lieu of the Master's thesis. Each project is unique, and the student is expected to work closely with the Graduate Director and Director of Public History in addition to the thesis advisor in order to craft a suitable project. While the exact shape of each project will vary, they must include written historiographic and primary source analytic components, and demonstrate the following:

1. A command of the scholarly literature in their chosen field, and the ability to locate their own contributions within that field.
2. The ability to locate, identify, and analyze appropriate historical documents and evidence using the appropriate historical methods (such as qualitative and quantitative analysis, oral history, or visual analysis).
3. The ability to provide an interpretation of historical events and change over time, including a convincing explanation of historical cause and effect.
4. The relation of events to a broader historical context and the understanding of the significant trends relevant to the topic.





## Thesis Hours and Progress

Three hours of thesis credit is considered a full-time load for students who have completed the Capstone. Students are required to be continuously enrolled (Fall, Spring, Summer) full time in thesis hours until they have completed program minimum requirements (6 hours), after that 1 hour. Students who are not enrolled in the summer risk losing University privileges, including library access.

Thesis Hours are graded Satisfactory/Unsatisfactory. In general, students should submit at least one chapter to their Thesis Advisor to earn a grade of 'S'. Failure to submit work and/or meet with your Thesis Advisor will result in a grade of 'U' and no credit.

## Originality Review

Before the student may be approved for final submission to the university, the thesis chair must indicate completion of the Review for Original Work through iThenticate by signing the Thesis Approval Form.



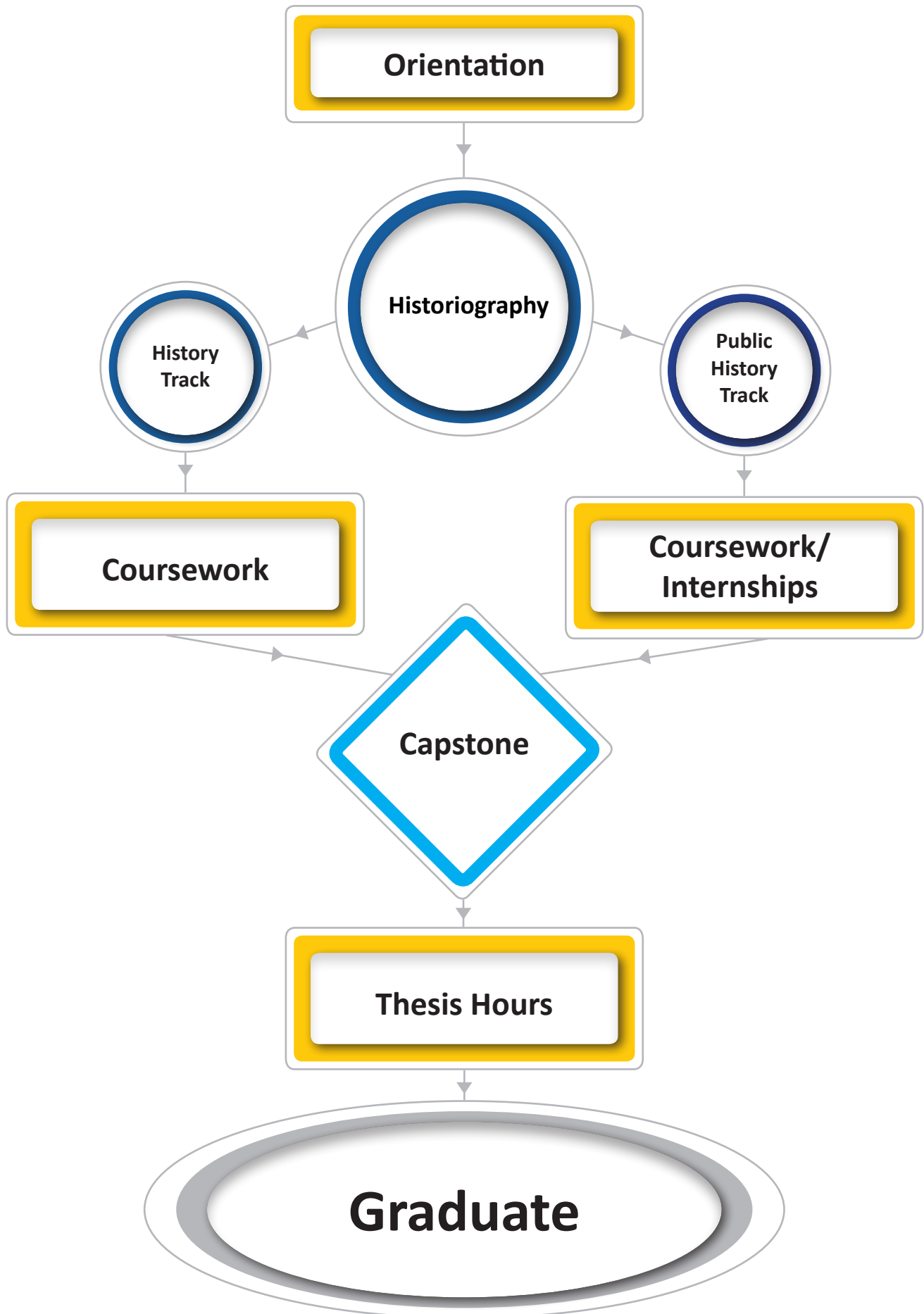
## Thesis / Project Defense

The purpose of the thesis defense is to provide students with the opportunity to show the committee their command of the subject and to ensure that the thesis or project meets the highest professional standards. The committee's purpose is to help students to identify weaknesses and points of improvement so they will be able to polish work before final submission and finish your degree requirements. The defense meeting allows the concerns of committee members to surface in an atmosphere where opposing views can be discussed and resolved. It also allows the students to address and respond to these concerns. We believe the thesis defense is an integral part of the learning process and we encourage a seminar atmosphere where the exchange of ideas is valued. Students are expected to prepare brief oral presentations after which the committee will ask questions and present comments. The defense is open to the public and students, faculty, staff, and other interested parties are strongly encouraged to attend thesis and project defense sessions. Notices providing date, time, and location of such meetings must be distributed via the Graduate Director at least two to three weeks prior to the defense. It is the student's responsibility to arrange a date for their thesis defense with committee members. Students must then notify the Graduate Program Assistant of that date and provide an abstract (not more than one page, single spaced) of their thesis or project. The Graduate Program Assistant will arrange for a location and the Graduate Director will post the notice university-wide. A virtual defense can be conducted with approval from the thesis chair. The chair be responsible for creating the link for the Zoom or Teams meeting. The link must be sent to the Program Assistant for our records. See Graduate Program Assistant for more details.

## Submission of the Thesis

As noted above, the thesis must be written and formatted according to Departmental and University Requirements; failure to properly format the thesis may result in delay of graduation. All theses are submitted electronically to the College of Graduate Studies, and are archived in the UCF Library.

## History MA Flowchart



# Suggested Graduate Plans of Study for Full-Time Students\*

## History Track by semester

<b>1</b>	HIS 6159 - Historiography + 2 other courses
<b>2</b>	3 courses
<b>3</b>	1 course (summer)
<b>4</b>	HIS 6905 - Capstone - Exams and Proposal + 2 other courses
<b>5</b>	HIS 6971 - Thesis Hours - (3 hours)
<b>6</b>	HIS 6971 - Thesis Hours - (3 hours)
<b>7</b>	HIS 6971 - Thesis Hours - (1 hours) - Defend and Graduate!

## Public History Track by semester

<b>1</b>	HIS 6159 - Historiography + 2 courses
<b>2</b>	HIS 5067 - Intro to P. H. + 2 courses
<b>3</b>	1 course (summer)
<b>4</b>	HIS 6905 - Capstone - Exams and Proposal + 2 other courses
<b>5</b>	HIS 6971 - Thesis Hours - (3 hours)
<b>6</b>	HIS 6971 - Thesis Hours - (3 hours)
<b>7</b>	HIS 6971 - Thesis Hours - (1 hours) - Defend and Graduate!



# Important Academic Policies

The following policies are especially relevant to students in the History MA Program, but are not exhaustive; see the Graduate Catalog: [ucf.edu/catalog/graduate/#/policies](http://ucf.edu/catalog/graduate/#/policies). Where this handbook diverges from the UCF catalog, the latter is the final authority. Graduate Students are responsible for staying informed of all rules, regulations, and procedures.

## Academic Progress

Graduate Students are expected to make satisfactory progress toward the degree, both in coursework and thesis hours. Graduate students are held to high standards by the Department and the University:

- Grades lower than a B- will not confer credit toward the degree.
- A student whose graduate GPA drops below 3.0 will be automatically placed on probation by the College of Graduate Studies. A student on probation must raise their GPA to 3.0 or higher within 18 credit hours or the completion of coursework (whichever comes first) or be dismissed from the program.
- A student whose graduate GPA drops below 2.0 automatically will be dismissed from the Program by the College of Graduate Studies.
- A student who receives three unsatisfactory grades (C+ and lower, and U) is subject to dismissal from the Program.

## Incompletes

A grade of “I” (Incomplete) is assigned by the instructor when a student is unable to complete a course due to extenuating circumstance, and when all requirements can clearly be completed in a short time following the close of regular classes. The Registrar’s Office must be notified of the appropriate grade to be assigned no later than the date shown in the academic calendar of the term immediately following that in which the “I” was assigned. Failure to complete course requirements by that date may, at the discretion of the instructor, result in the assignment of an “F” or a “U” grade as appropriate. **It is the student’s responsibility to make arrangements with the instructor to change the “I” grade.**

## Full-Time Status

**Nine hours per semester constitutes a full-time load for graduate students. Students who have successfully completed their Capstone and begun work on the thesis are considered full-time if registered for three thesis hours per semester.**

The College of Graduate Studies expects that students at the thesis stage be continuously enrolled by taking thesis hours each semester, including summer, until graduation. Failure to enroll in thesis hours over the summer may result in the denial of access to campus facilities, including borrowing and database access privileges at the Library.

**Financial Aid** often uses different definitions of full- and half-time status, depending on the type of aid, and this may change during thesis hours; for example some Aid allows a student to take classes at half-time but requires three credits when in thesis hours (even though this is considered full-time). Please consult with the Financial Aid office.

## Email Policy

Knightmail is the only official student email at UCF, and all official communications will be sent to your Knightmail account. Students are responsible for checking their Knightmail account on a regular basis. See [knightsemail.ucf.edu](http://knightsemail.ucf.edu) for more information.

## Disability Access

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at [letsbeclear.ucf.edu](https://letsbeclear.ucf.edu) and [cares.sdes.ucf.edu](https://cares.sdes.ucf.edu).

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Accessibility Services, Ferrell Commons Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, email [sas@ucf.edu](mailto:sas@ucf.edu), before requesting accommodations from the professor.

## Academic Integrity & Plagiarism

Graduate Students are expected to know and follow University and professional guidelines regarding academic conduct. Further information on the responsibilities of a student may be found in the Graduate Student handbook at [graduate.ucf.edu/student-handbook](https://graduate.ucf.edu/student-handbook).

The American Historical Organization has issued a "Statement on Standards of Professional Conduct" which may be found at [historians.org/pubs/free/ProfessionalStandards.cfm](https://historians.org/pubs/free/ProfessionalStandards.cfm).

Plagiarism, the presentation of another scholar's work or ideas as your own, is a particularly serious offence as it undermines not only your own academic development but also compromises the honesty and trust necessary for a scholarly community to thrive.

**Academic misconduct will not be tolerated. Faculty and the administration will address such infractions according to University policy.**



## History Outside the Classroom

Being a graduate student is about more than taking advanced classes and writing a thesis; it is about being trained to become a professional historian. **While most historians conduct research as individuals, that research takes place as part of a larger community of scholars, and so it is important that graduate students learn more about that community and its culture.** During your graduate career, you will hear of numerous extra-curricular events, such as workshops, talks, and conferences. Announcements about conferences, lectures, and other such opportunities will be sent around via email and posted on the bulletin boards outside the History offices.

As graduate students, you are expected to attend and take part in Departmental events, such as the annual Pauley Lecture and the Research Seminar series. We also encourage you to attend and present at conferences. Participation in these events will help socialize you to academic life and encourage your professional development. To help prepare you, the History Department will offer a number of workshops throughout the year, on topics such as writing a CV and presenting at a conference.



## Phi Alpha Theta

The Alpha Gamma Chi chapter of Phi Alpha Theta (PAT) at UCF is an active student organization that combines our Honors society and History Club. PAT hosts a variety of events throughout the school year, including academic workshops and social and charitable activities. All are welcome to attend and participate in all PAT events and activities. To learn more about PAT, join our e-Mail list by contacting [phialphatheta@gmail.com](mailto:phialphatheta@gmail.com) and joining our Facebook page, PhiAlphaTheta@UCF. We hold membership drives each fall and spring semester and an annual induction ceremony in the spring. Please email us for information. For membership information and requirements click the application on the history department webpage.

The membership of Phi Alpha Theta is composed of students and professors who have been elected on the basis of excellence in the study and writing of history. Incoming UCF graduate students who are already members are urged to acquaint themselves with the UCF Alpha Gamma Chi Chapter officers and participate in the chapter's activities. Non-members are encouraged to join the society.

## Department Lectures

**Shofner Lecture Series on Florida Culture & History**  
Named in honor of a prolific historian of Florida and past editor of the journal *Jerrell Shofner*, this series, sponsored by the Florida Historical Quarterly and UCF Department of History, is designed to bring noted scholars of the region to Orlando once a year to discuss their research.

- Hosted Every Fall

### The Pauley Lecture

The Department of History greatly enjoys an endowment which supports a public lecture once a year from a former History faculty member, Dr. Bruce Pauley. We select speakers from among established scholars in the United States whose area of studies focuses on Europe, Africa, the Middle East, or Asia. The Lecture is open to the general public and our students as well as to scholars at UCF.

- Hosted Every Spring

### Phi Alpha Theta Distinguished Lecture Series

The History Honor society hosts an annual lecture series that brings in a distinguished professor to discuss their current research and speak with students about their career in academia.

- Hosted Every Spring





## The Florida Historical Quarterly

The Department of History houses a professional journal, The Florida Historical Quarterly, a publication of the Florida Historical Society. The journal dates back to 1908 (as the Publications of the Florida Historical Society), and the FHQ has been at UCF since 1995. Today, the journal publishes four volumes each year containing peer-reviewed scholarly articles on Florida's past, shorter Historical Notes and Documents, and occasional features such as informal essays in the "Florida Room" and curricular discussion in the "Florida Classroom." The FHQ also publishes a citation list every spring of the books, articles, theses, and dissertations on Florida History published in the preceding year.

In 2009, the History Department began offering podcasts to accompany each issue, in which one of the contributors to the issue is interviewed about their research. These podcasts are available through the History website and through iTunes.

**A graduate internship to the FHQ is regularly available to students with strong writing skills and an attention to detail. The internship is 10-12 hours per week for a semester, for three hours of graduate credit.**



## Regional Initiative for Collecting the History, Experiences, and Stories (RICHES)

RICHES of Central Florida is an interdisciplinary, project-based initiative begun by the UCF History Department in September 2009 as a way to explore and document the history of Central Florida while offering publically-engaged research opportunities to students and faculty. The initiative's primary goals are to foster learning and research on Central Florida, offer Central Floridians a deeper sense of their diverse history, give students hands-on experience that will enhance their research and communication skills as well as their digital knowledge, and connect UCF with surrounding communities.

RICHES is an umbrella program for a number of interdisciplinary research projects focusing on the Central Florida region, including:

- UCF Community Veterans History Project
- Building Blocks
- GLBT History Museum of Central Florida
- Surfing Florida: A Photographic History (in partnership with Florida Atlantic University)
- RICHES Documentaries (podcasts and short films)
- Home Movie Archive (based in the Film Department)

These projects bring together faculty from different departments as well as community partners to preserve and publicize the rich history of Central Florida.

RICHES offers a number of opportunities for graduate students. Individual projects will, from time to time, employ students to assist faculty with research; at other times, GTAs may be assigned to undergraduate classes that have a RICHES component, to contribute to the teaching of Public History methods.

Find out more: [riches.cah.ucf.edu](http://riches.cah.ucf.edu)







## Veterans Legacy Program

The Veterans Legacy Program was launched in 2016 by the National Cemetery Administration as part of an effort “to memorialize Veterans’ service to the nation by telling their stories.” In 2017, UCF was selected along with two other schools to be awarded contracts to procure projects with the VLP’s goals in mind.

Dozens of UCF students, both Undergraduate and Graduate, have worked over the past two years to memorialize our nation’s veterans who have passed away, focusing largely on national cemeteries in Bushnell and St. Augustine. This project provides students many opportunities to gain public and military history knowledge while supporting the National Cemetery Administration’s efforts to remember and honor those who have served.

Find out more: [vlp.cah.ucf.edu](http://vlp.cah.ucf.edu)



## Veterans History Project

The UCF Community Veterans History Project collects, preserves, and makes accessible to the public the experiences of Central Florida’s veterans so that future generations will better understand the realities of conflict.

The project combines the partnerships of local community groups and organizations with UCF student involvement in the effort to preserve the history of our community while educating the next generation of historians. This effort preserves the history of military experience in the United States military while also exposing students to military life and gaining experience in collecting oral histories.

Find out more: [vetstories.cah.ucf.edu](http://vetstories.cah.ucf.edu)



## Graduate Courses

### ***Historiography (HIS 6159)***

The term historiography refers to the theory and history of historical writing. This course provides students with a broad overview of the development of history as a profession and an introduction to past and present historical debates. Students are expected to develop the ability to identify trends, approaches, and methods of historical writing. The historiography class involves a combination of systematic reading, class discussion and literature review.

### ***Colloquia (5000 level)***

The goal of each colloquium is to introduce students to the literature of the field and give them an overview of its major debates, providing the background needed for advanced research seminars and exams. All graduate colloquia require intensive reading in the literature of a given field, class discussions, and the preparation of papers, bibliographical essays, and book reviews. Students are expected to develop the ability to read and summarize texts, but most importantly, the ability to evaluate and conceptualize ideas, trends and concepts. All colloquia may be repeated when content is different.

### ***Seminars (6000 level)***

The goal of each seminar is to provide students with the opportunity to design and carry out original research, equipping them with the skills needed for writing moderate-scale research papers such as conference papers, journal articles, and thesis chapters, and for engaging in their Master's thesis. All graduate seminars involve a combination of supervised research, class discussion, oral presentations, peer review, and the writing of research papers. Students are expected to develop the ability to seek and interpret primary sources and to construct their own interpretation and argument according to accepted professional and ethical standards of the field.

Some seminars are linked to a 5000-level course the previous semester. In these instances, the consent of the instructor is necessary for enrolling in the seminar if the pre-requisite course has not been taken.

### ***Independent Study (HIS5907 or HIS6908)***

Graduate students who have special projects or interests may register for an Independent Study for three hours of credit, at either the Colloquium (HIS5907) or Seminar (HIS6908) level, and for either hemisphere. This may be used to do extended research or reading on a particular topic in a specific field of history for which no course is available. The Independent Study (IS) must be approved by the professor directing the work and the Graduate Director. The methods of handling an IS vary, and are arranged by the professor and the individual student.





### ***Internship (HIS6942)***

Students in the Public History track are encouraged to complete a semester internship before graduation (and non-Public History students are welcome to do an internship as well). An internship provides practical and hands-on experience working with professionals. As part of the internship, students will document their experiences in a project co-directed by a UCF History faculty member and the intern's host institution.

### ***History Capstone (HIS 6905)***

During the Capstone Course, students will write a thesis proposal/prospectus and annotated bibliography under the supervision of their thesis adviser, and with two additional professors prepare for preliminary exams based on colloquia (one in the Western Hemisphere, one in the Eastern Hemisphere) completed 22 during their course work. Toward the end of the semester, students will take two written exams and then defend orally both their exams and their proposal/prospectus and bibliography.

### ***Thesis Hours (HIS 6971)***

The culminating event of the program is six credit hours at the 6000-level developing a thesis. Students will demonstrate their understanding of research methods and interpretation by formulating, developing and sustaining a historical argument in writing according to the accepted professional and ethical standards of the discipline. A final oral defense of the thesis will give them the opportunity to defend their argument in a public forum.

**Satisfactory (S) and Unsatisfactory (U) grades are used to reflect student progress in thesis hours. Students must demonstrate progress on their thesis (usually in the form of research notes or chapter drafts) to their advisor in order to receive a Satisfactory (S) grade. Should a student in a given term be given an incomplete, then this grade should be changed to an S or U, upon completion of the work. It is the student's responsibility to fulfill their commitment and coordinate the changing of their grade with their thesis adviser.**





## Graduate Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

### **Beiler, Rosalind \***

Associate Professor

TCH 315E, (407) 823-6467

Research Interests: Early American, Atlantic History, Migration, Early Modern Germany

[Rosalind.Beiler@ucf.edu](mailto:Rosalind.Beiler@ucf.edu)

### **Bowen, Wayne**

Director of Interdisciplinary Studies, Professor

TCH 239G, (407) 823-4969

Research Interests: Modern & early modern Spanish history; Mediterranean; European & Middle East political, religious, & military history

[Wayne.Bowen@ucf.edu](mailto:Wayne.Bowen@ucf.edu)

### **Cassanello, Robert \***

Associate Professor

TCH 348K, (407) 823-1681

Research interests: Social History, Southern History, Race, Gender

[Robert.Cassanello@ucf.edu](mailto:Robert.Cassanello@ucf.edu)

### **Cheong, Caroline\***

Assistant Professor

TCH 312A, (407) 823-2225

Research interests: Historic preservation, urban regeneration, poverty, Global South

[Caroline.Cheong@ucf.edu](mailto:Caroline.Cheong@ucf.edu)

### **Clark, James**

Associate Lecturer

TCH 316C, (407) 823-2225

Research interests: Florida history, presidential history, African-American history

[James.Clark@ucf.edu](mailto:James.Clark@ucf.edu)

### **Crepeau, Richard \***

Emeritus Professor

TCH 349H, (407) 823-2225

[crepeau@ucf.edu](mailto:crepeau@ucf.edu), [History@ucf.edu](mailto:History@ucf.edu)

**Dandrow, Edward\***

Associate Professor

TCH 316D, (407) 823-4626

Research interests: Classical world, Western civilization

[Edward.Dandrow@ucf.edu](mailto:Edward.Dandrow@ucf.edu)

**Earley-Spadoni, Tiffany\***

Associate Professor

TCH 314E, (407) 823-2225

Research Interests: Ancient Near East, Digital History, Landscape Archaeology, Geospatial Technologies

[Tiffany.Earley@ucf.edu](mailto:Tiffany.Earley@ucf.edu)

**Foster, Amy \***

Associate Professor, Director of Graduate Programs

TCH 317C, (407) 823-6420

Research Interests: US Space History, History of Science, Technology, and Medicine

[Amy.Foster@ucf.edu](mailto:Amy.Foster@ucf.edu)

**French, Scot \***

Associate Professor, Director of Public History and Assoc. Director of UCF CHDR

TCH 313E, (407) 823-5900

Research Interests: Digital & Public History, US South, African American History, Atlantic World, Collective Memory/Local Knowledge

[Scot.French@ucf.edu](mailto:Scot.French@ucf.edu)

**Gannon, Barbara \***

Associate Professor

TCH 318C, (407) 823-3851

Research interests: African American military history, veterans, Civil War, oral history

[Barbara.Gannon@ucf.edu](mailto:Barbara.Gannon@ucf.edu)

**Hanson, Kenneth**

Associate Professor, Director of Judaic Studies

TCH 348L, (407) 823-2225

Research Interests: Dead Sea Scrolls

Contact Info: [Kenneth.Hanson@ucf.edu](mailto:Kenneth.Hanson@ucf.edu)

**Hardy, Duncan \***

Associate Professor

TCH 312C, (407) 823-2225

Research Interests: Early Modern Europe; Late Medieval Europe; Reformation History; Political History; German History; Central Europe; Holy Roman Empire; Political Culture

[Duncan.Hardy@ucf.edu](mailto:Duncan.Hardy@ucf.edu)

**Head, David**

Lecturer

TCH 312E, (407) 823-2225

Research interests: American Revolution, Founding Fathers, Early American Republic, Atlantic World, Maritime History, Pirates and Privateers

[David.Head@ucf.edu](mailto:David.Head@ucf.edu)

**Ishikawa, Tadashi \***

Assistant Professor

TCH 311F, (407) 823-2225

Research Interests: Modern Japan and East Asia, Gender and Sexuality, Empire and Colonialism, Family History, and Law and Society

[Tadashi.Ishikawa@ucf.edu](mailto:Tadashi.Ishikawa@ucf.edu)

**Larson, Peter \***

Department Chair, Associate Professor

TCH 319B, (407) 823-6466

Research interests: Medieval & early modern English history, socio-economic history, legal history

[Peter.Larson@ucf.edu](mailto:Peter.Larson@ucf.edu)

**Lester, Connie \***

Director of RICHES & Editor of the Florida Historical Quarterly, Associate Professor

TCH 311D, (407) 823-0261

Research interests: History of U.S. South, history of the gilded age and progressive era, agricultural and rural history, environmental history, economic history

[Connie.Lester@ucf.edu](mailto:Connie.Lester@ucf.edu)

**Lyons, Amelia \***

Associate Professor

TCH 315B, (407) 823-2768

Research Interests: Modern Europe, French and French Colonial History, Decolonization, Women's History, Gender Studies

[Amelia.Lyons@ucf.edu](mailto:Amelia.Lyons@ucf.edu)



**Martínez-Fernández, Luis \***

Professor

TCH 317E, (407) 823-1169

Research interests: Latin America, Caribbean, Cuba, Hispanics in the US.

[Luis.MartinezFernandez@ucf.edu](mailto:Luis.MartinezFernandez@ucf.edu)

**Murphree, Daniel \***

Associate Professor

TCH 348M, (407) 823-1298

Research interests: Early American history, Native American history, North American borderlands Florida history

[Daniel.Murphree@ucf.edu](mailto:Daniel.Murphree@ucf.edu)

**Narayan, Rochisha**

Associate Professor

TCH 314B, (407) 823-2225

Research Interests: Early Modern and Modern South Asia, Social History of Gender, Law, and Family, Empire and Colonialism, Women's History

[Rochisha.Narayan@ucf.edu](mailto:Rochisha.Narayan@ucf.edu)

**Ozoglu, Hakan \***

Professor & Director of Middle Eastern Studies

TCH 348J, (407) 823-0512

Research Interests: Islamic/Middle Eastern History

[Hakan@ucf.edu](mailto:Hakan@ucf.edu)

**Pineda, Yovanna \***

Associate Professor

TCH 317B, (407) 823-2225

Research interests: Modern Latin America, modern Argentina, agricultural studies, economic development, gender and labor

[ypineda@ucf.edu](mailto:ypineda@ucf.edu)

**Rutkow, Eric \***

Assistant Professor

TCH 318B, (407) 823-2225

Research interests: 20th Century US Foreign Policy

[Eric.Rutkow@ucf.edu](mailto:Eric.Rutkow@ucf.edu)

**Sacher, John \***

Associate Professor

TCH 315D, (407) 823-5501

Research interests: Civil War, 19th century politics, southern history

[John.Sacher@ucf.edu](mailto:John.Sacher@ucf.edu)

**Snyder, Amanda**

Lecturer

TCH 316B, (407) 823-2225

Research interests: Atlantic World, piracy, crime and identity in the early modern world, frontiers, and borderlands.

[Amanda.Snyder@ucf.edu](mailto:Amanda.Snyder@ucf.edu)

**Solonari, Vladimir \***

Professor

TCH 316E, (407) 823-6420

Research Interests: Russian History, Eastern Europe, Holocaust

[Vladimir.Solonari@ucf.edu](mailto:Vladimir.Solonari@ucf.edu)

**Walker, Ezekiel\***

Associate Professor

TCH 314D, (407) 823-2225

Research Interests: African & World History

[Ezekiel.Walker@ucf.edu](mailto:Ezekiel.Walker@ucf.edu)

**Walters, Lori \***

Research Associate Professor

School of Modeling, Simulation, and Training (SMST), (407) 882-1406

Research Interests: Post World War II US, Public History, Virtual Heritage

[Lori.Walters@ucf.edu](mailto:Lori.Walters@ucf.edu)

**Zhang, Hong \***

Associate Professor

TCH 311G, (407) 823-2225

Research Interests: China, Women in East Asia, Modern East Asia, World History

[Hong.Zhang@ucf.edu](mailto:Hong.Zhang@ucf.edu)